



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 546.1

Job Title: **MECHANIC HELPER**

Pay Grade: 5

### **GENERAL SUMMARY:**

Performs routine mechanical activities to provide required maintenance for vehicles and equipment.

### **RESPONSIBILITIES:**

- Assists in performing a variety of automotive, mechanical and electrical activities to maintain operation of vehicles such as removal/installation of transmissions and repair/installation of brakes, exhaust and cooling/electrical systems.
- Assists in monitoring inventory levels of equipment, supplies and tools.
- Performs daily inspections.
- Uses hand tools, such as hoists, drills, grinding wheels and motor analyzers.
- Maintains a clean and safe work environment.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Ability to read, write, add, subtract and follow oral and/or basic written instructions as might normally be acquired through 9 to 11 years of formal schooling. Must have a valid Texas driver's license and comply with the City of Houston's policy on driving.

#### **EXPERIENCE:**

No experience is required.

#### **COMPLEXITY:**

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

#### **IMPACT OF ACTIONS:**

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

#### **SUPERVISION EXERCISED:**

##### **Direct Supervision:**

No direct report employees.

##### **Indirect Supervision:**

No indirect reports.

## **SPECIFICATIONS: (continued)**

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

#### **External Contacts:**

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

### **PHYSICAL EFFORT:**

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

### **WORK ENVIRONMENT:**

There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Mechanic Helper

*Effective Date: October 1990*

*Revised Date: May 2000*

